

CIVIL AIR PATROL
HEADQUARTERS TEXAS WING
P.O. BOX 154997 WACO TX 76715-4997

TX WING SUPPLEMENT
CAPR 123-3
20 JAN 04

Inspection

CIVIL AIR PATROL ASSESSMENT PROGRAM

CAPR 123-3. 17 August 2002, is supplemented as follows:

10. (Added) Subordinate Unit Inspections (SUIs). All groups, squadrons and flights will be inspected at least once every two years (biennially).

e. 1) (Added) Group Commanders are delegated the responsibility to conduct SUIs of their subordinate squadrons/flights. The spirit and intent of the basic regulation will be followed.

e. 2) (Added) Group Commanders will conduct at least one SUI per calendar quarter until all units subordinate to them have had a SUI. The initial round of SUIs will be completed by 30 September 2004. This means that some groups will have to conduct more than one SUI per quarter.

a) Group Commanders are encouraged to publish SUI schedules at least 6 months to one year in advance. However, to facilitate the initial implementation of this SUI program, Group Commanders can give subordinate units 60 days notice. A copy of the SUI notification letter or schedule will be provided to the Wing Inspector General (IG).

e. 3) (Added) The applicable inspection guide and report format will be provided by the Wing IG and will be posted on the Texas Wing website, Inspector General web page.

e. 4) (Added) The body of the SUI report will be submitted to Wing Inspector General in electronic format (i.e., on floppy disk or as an e-mail attachment). The SUI report cover letter and any form requiring a signature will be submitted to Wing Inspector General in hard copy format.

a) A copy of the SUI report will be furnished to the commander of evaluated unit and Wing Inspector General within 30 days after completion of the inspection.

b) All SUI reports and associated correspondence containing discrepancy reporting will include the Disclaimer Statement found in para. 7.b, CAPR 123-3, dated 17 August 2002.

c) The inspected unit will forward a written reply to all findings to the Group IG and to the Wing IG. The initial reply to answerable findings will be submitted within 90 days (60 days for safety related findings) of receipt of the Inspection report. Submit progress updates every 60 days thereafter on all open responses until each finding is closed.

11. (Added) CAP Unit Self-Assessments (USAs). All groups, squadrons and flights will conduct an annual USA on or before 30 September of each year.

a. (Added) Units will submit the USA assessment up one level of command (i.e., squadron to group, group to wing) no later than 30 days after the end of the fiscal year.

1) Units that received a SUI during a fiscal year are exempted from the USA requirement for that fiscal year.

b. (Added) The applicable inspection guide and report format will be provided by the Wing IG and will be posted on the Texas Wing website, Inspector General web page. Responses to the USA questions will be in narrative format with "yes" and "no" answers kept to a minimum. Also, responses will include both the Unit Self-Assessment Guide questions and the answers.

d. (Added) The body of the USA will be submitted in electronic format (i.e., on floppy disk or as an e-mail attachment). The USA cover letter and any form requiring a signature will be submitted in hard copy.

1) All USA reports and associated correspondence containing discrepancy reporting will include the Disclaimer Statement found in para. 7.b, CAPR 123-3, dated 17 August 2002.

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 123-3

OPR: IG

DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ.

e. (Added) By no later than 45 days following the end of a fiscal year, each Group commander will identify, by signed letter, to the Wing Commander those units who have accomplished a USA and those units who have failed to accomplish a USA.

12. (Added) Wing Staff Self-Assessments:

a. (Added) No later than 30 September of each fiscal year, each wing staff element will submit a wing staff self-assessment report for his /her functional area to the Wing IG covering that fiscal year. The self-assessment will be based on the current "CAP Wing Inspection Guide" as published by NHQ CAP/EXAI and posted on the **Texas Wing website, Inspector General web page**. Responses to the CAP Wing Inspection Guide questions will be in narrative format with "yes" and "no" answers kept to a minimum. Responses will include both the CAP Wing Inspection Guide questions and your answers.

1) All Wing Staff Self-Assessment reports and associated correspondence containing discrepancy reporting will include the Disclaimer Statement found in para. 7.b, CAPR 123-3, dated 17 August 2002.

//SIGNED//
BOBBY R. THOMAS, Maj., CAP
Administrative Officer

//SIGNED//
ROBERT F. ELDRIDGE, Col, CAP
Commander

SUMMARY OF CHANGES

Changes the location where "inspection guides and report" formats are located as stated in para. 10.e.3) from the LO website to the Texas Wing website.

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 123-3

OPR: IG

DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ.